



The EPA Portal Web Conferencing tool improves collaboration by promoting communication and interaction among users regardless of physical location. With Web Conferencing, users employ voice and Web capabilities to maximize efficiencies and easily work together in many ways including holding group meetings and presentations. The Portal provides a venue for registered EPA staff and stakeholders to utilize Web Conferencing as a tool to accomplish time critical goals. The Web Conferencing capability allows users to fulfill requirements of projects easier by providing a seamless environment for conducting business. This document provides information related to hosting a Web Conference. For more information on scheduling Web Conferences, please see the *Scheduling Web Conferences Help Document* or the Help button located at the top right of the Web Conferencing console<sup>1</sup>.

## How Do I Access Web Conferencing?

To access the Web Conferencing capabilities, click on **Team Resources** page on the left navigation bar. The **Team Resources** page will be displayed. To enter the Web Conferencing tool, click on the *Enter Web Conferencing* link in the **Web Conferencing** portlet as shown in Figure 1 below. The Collaboration Suite – Real Time Collaboration Homepage will be displayed as shown in Figure 2 below.

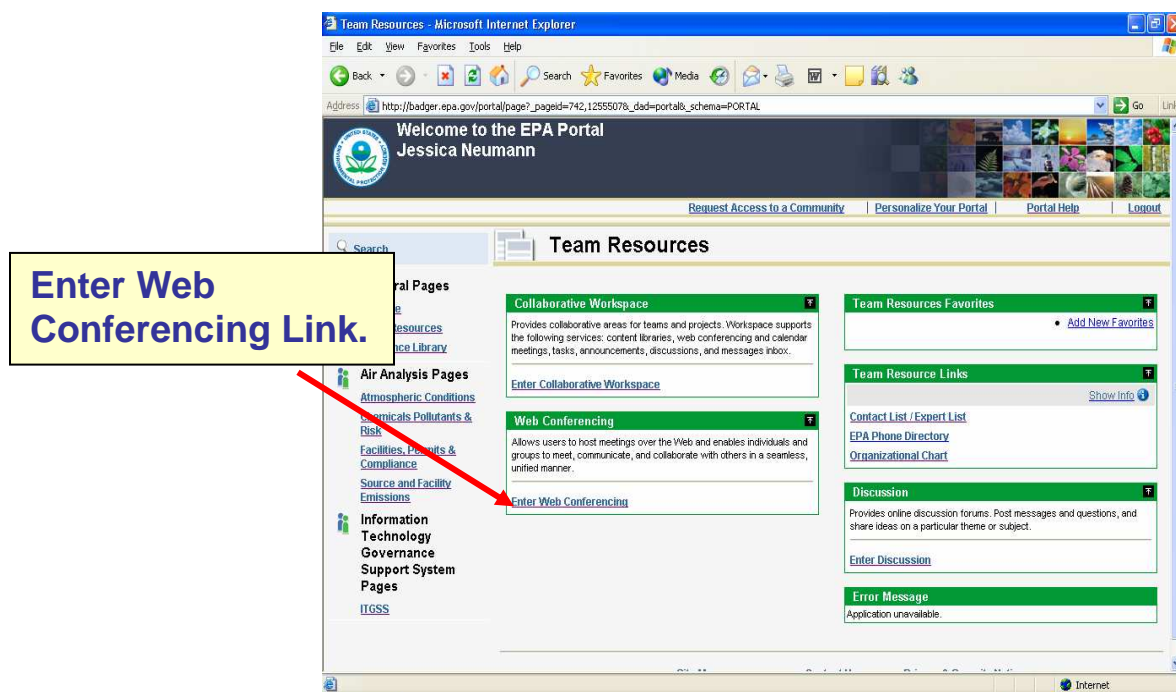


Figure 1: Team Resources Page

<sup>1</sup> Information contained in the Oracle Web Conferencing Help Document was used to create this Help Document.



## How do I Join a Conference?

If you are a participant in a Web Conference, once you are in the Web Conferencing space, you will see the conference listed under the My Conferences header, as shown in Figure 2. You will be taken to the scheduled conference Console (see Figure 3). Depending on your role in the conference (host, presenter, shared-control attendee, speaker, or listen-only attendee), you may or may not be able to use all of the console's features. New users will need to download the Web Conferencing Console, as prompted, the first time the user employs Web Conferencing.

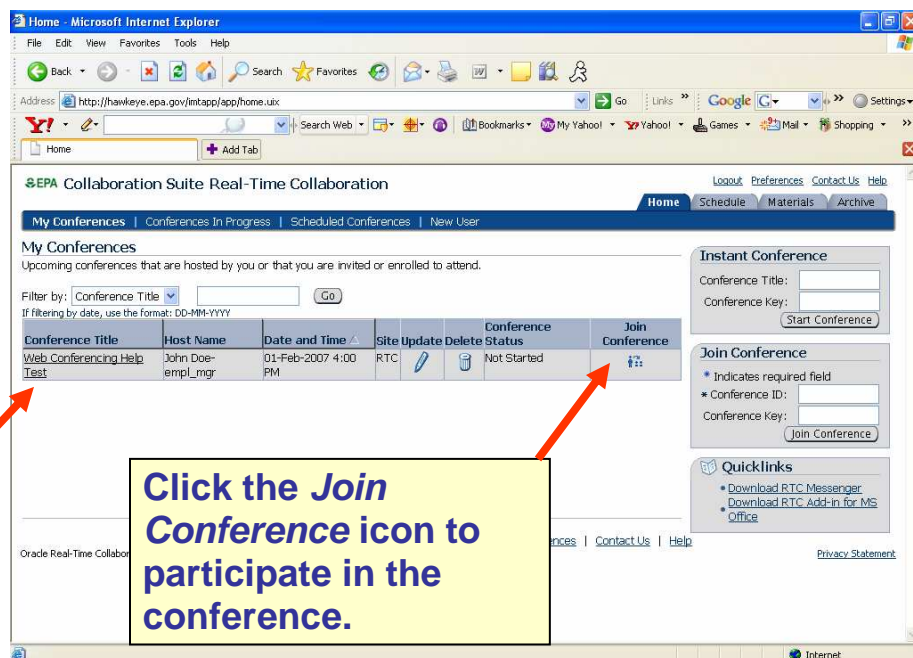


Figure 2: Join Conference

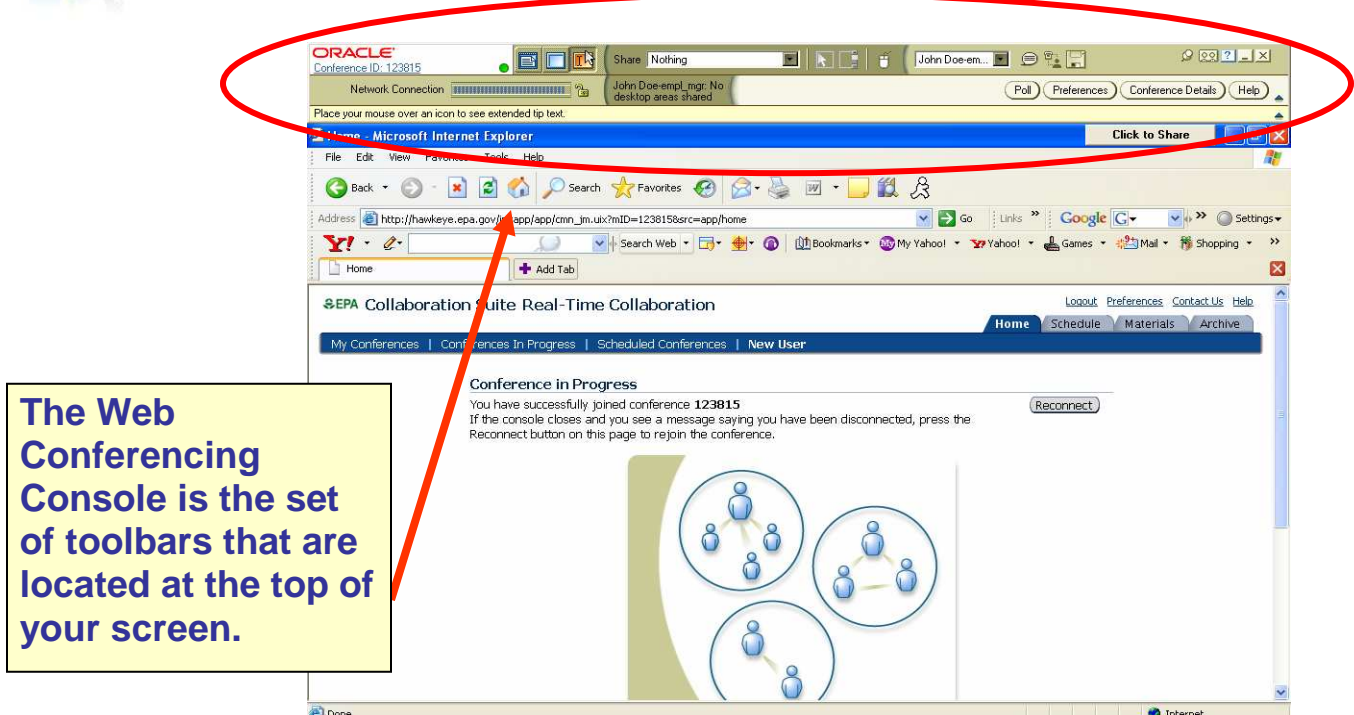


Figure 3: Web Conferencing Console



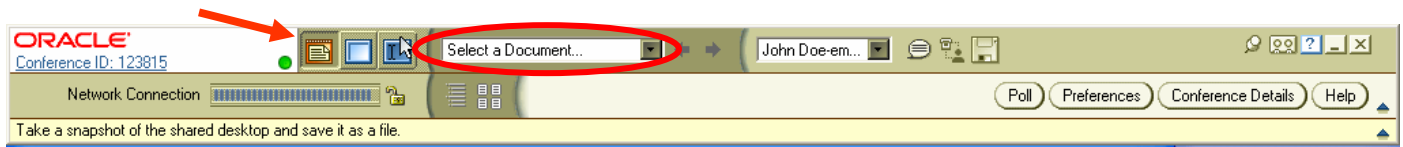
## **What Functions Does a Web Conference Offer?**

Web Conferencing provides participants with the ability to perform some or all the following functions:

- Share documents
- Share desktop applications
- Utilize a virtual Whiteboard
- Instant Message
- Save desktop items

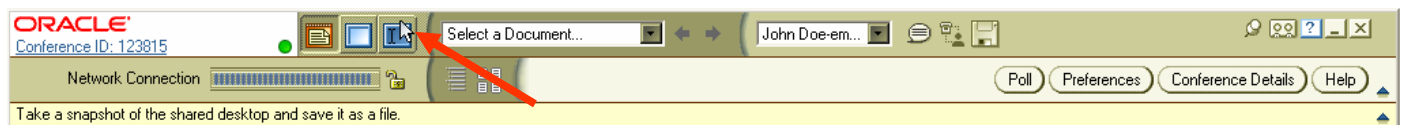
## **How do I Share Documents or my Desktop Applications?**

If documents have been uploaded to the Web Conferencing Console prior to beginning the meeting, (see the section of the Initiating Web Conferences Guide entitled “How Do I Upload/Share Meeting Materials?”) the host can share the documents with other participants by clicking on the Select a Document dropdown list (see Figure 4) to display the desired document. Please note that you may only upload PDF files as pre-meeting materials at this time. You will be able to share any files on your desktop during the meeting. Please refer to the *Initiating a Web Conference Help Document* for more information.



**Figure 4: Share Documents Function**

The host may also share an application, document, an area of the desktop, a browser window, or the entire desktop by selecting the Share Desktop icon as shown in Figure 5. Desktop Sharing is useful if participants need to edit a document on-screen and save the edits. To share any documents, applications, or other tools, click the *Click to Share* button on the header bar, as seen in Figure 5a. To stop sharing the document, click the *Click to Stop Sharing* button on the header bar as seen in Figure 5b.



**Figure 5: Share Desktop Function**

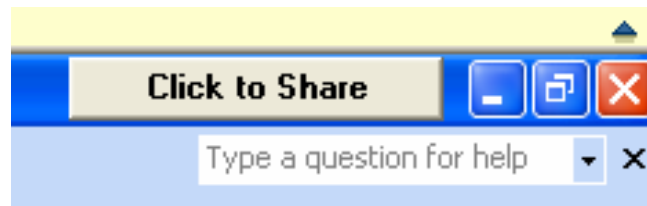


Figure 5a: Click to Share Button

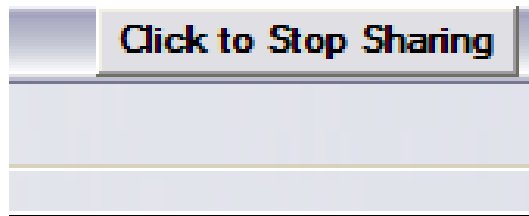


Figure 5b: Click to Stop Sharing Button

## **How Do I Share Control of My Desktop With Other Participants?**

In order for the host to share control of his/her desktop with another participant, the host must select one of the three options to the left of the participant's name, as seen in Figure 6. To share the presenting function, click on the person icon. To allow another participant to modify an application on your desktop, select the mouse icon in the center of the icons. Once selected, the participant will see a notification that a privilege is granted to them. They will also receive a notification when they are no longer allowed to control any aspect of the Host's desktop.

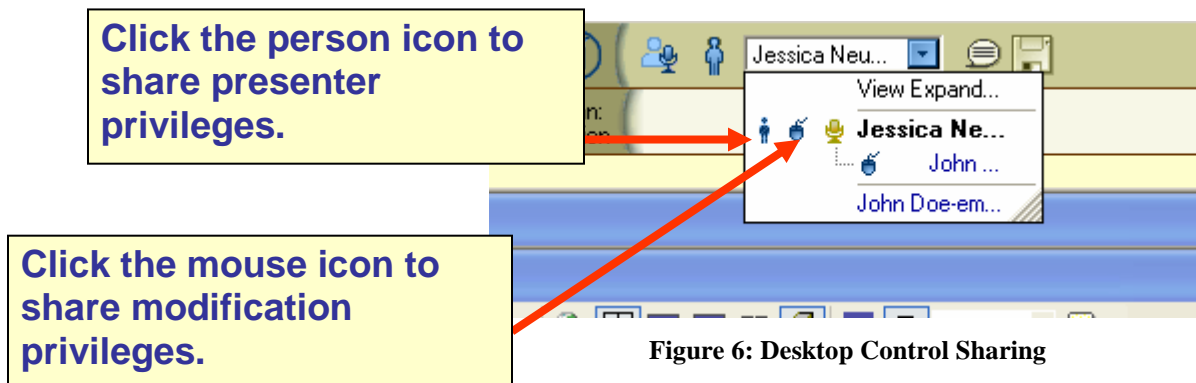


Figure 6: Desktop Control Sharing

Please note the following guidelines related to Sharing the Desktop. The Web Conferencing utility is central to enabling collaboration with partners outside the Agency. Our ability to continue to provide this service, however, depends on strict adherence to the following rules of conduct pertaining to desktop sharing while participating in Web conferences.

### **EPA Employees and Affiliates with Access to the EPA Network:**



Before sharing any desktop content, be certain you are aware of the presence of any users who have not been granted access to the EPA Network or EPA applications. If participants are present who do not have network access, the following restrictions apply”

- To the maximum extent possible, share your desktop control only with users who have previously been granted network access.
- Whenever possible, use Application Sharing rather than Desktop Sharing.
- Individuals who have been granted the Desktop Sharing privilege should be given control over only the information resources directly related to the conference.
- Carefully monitor the actions of the user who has control of your desktop. Re-take control if the user attempts to view material not related to the Web conference or if you lose the ability to observe the user’s actions.
- Do not leave your desktop/computer if your desktop is under another user’s control. Should you need to leave your desk/computer, shut down Desktop Sharing.

If at any time you believe that there is a security issue or there is any security violation, close the Web conference immediately and report the issue to the EPA Portal Manager at [grady.terry@epa.gov](mailto:grady.terry@epa.gov) or via phone at 919-541-1555.

Failure to follow these guidelines could result in suspension of the user’s Portal privileges and/or ability to use the Real-Time Collaboration tools.



## How do I Use the Virtual Whiteboard?

The host can use the virtual Whiteboard to draw, write, and communicate visual ideas to other participants by clicking the *Whiteboard* icon located on the Web Conferencing console as seen in Figure 7.

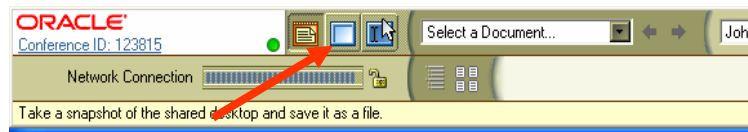


Figure 7: Whiteboard Function

Figure 8 below and the descriptions that follow describe the functionality of the Whiteboard tools:

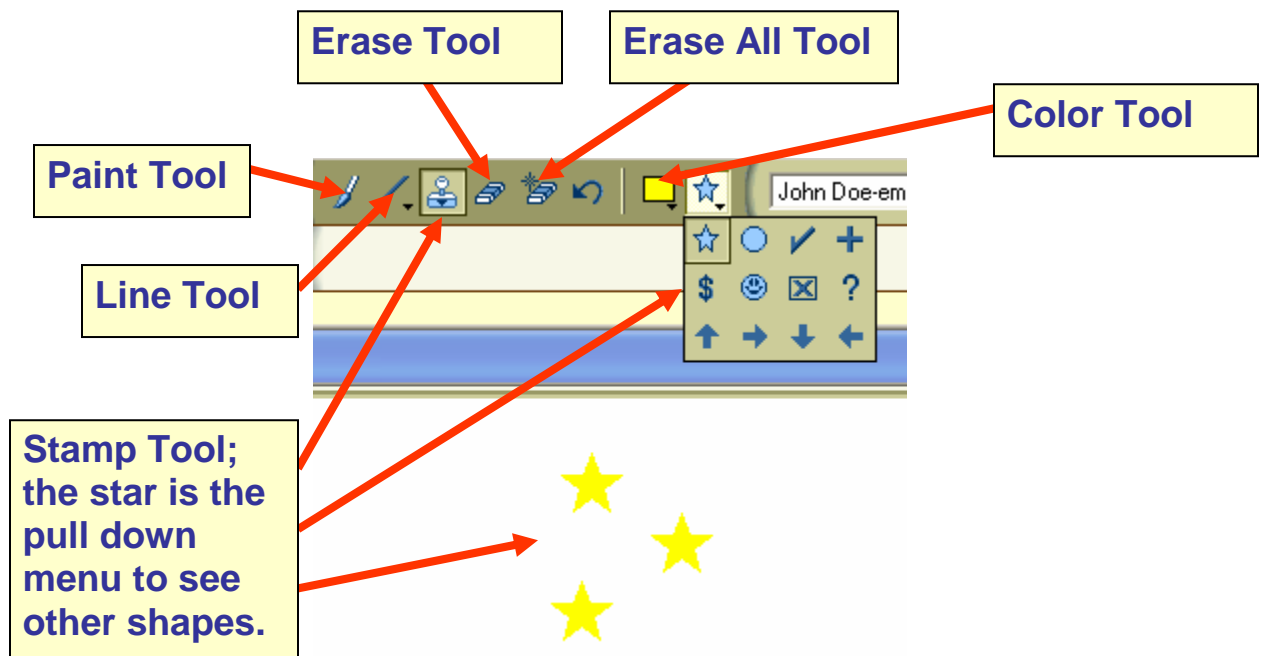


Figure 8: Whiteboard Tools





### Whiteboard Tools

- Paintbrush—The paintbrush, located on the far left side of the Whiteboard tools, will allow the user to draw freehand.
- Erase—To erase content, the host may click the eraser icon and delete content by moving the mouse over the desired marks.
- Erase All—This will allow the host to erase all drawings on the whiteboard.
- Stamp tool—The stamp allows the host to utilize a variety of images to communicate to their audience. Select the star icon to choose an image to use the stamp tool (as seen in Figure 6).
- Undo—This tool erases the last drawing on the whiteboard. Click multiple times to erase consecutive drawings. The host may undo work by clicking the turned arrow icon as seen in Figure 6.
- Color menu—This tool will allow the user to select a color for use on the Whiteboard.
- Line tool—The line tool allows the host to draw lines by clicking the mouse once on the whiteboard in the location where the user would like to begin the line and then dragging the mouse across the whiteboard and click again where the user would like to end the line. See Figure 9.
- Ellipse tool—To make a round design, use the Ellipse tool, found by selecting the line tool and finding the oval on the pull down menu. Click the mouse once on the Whiteboard and drag it across the space. To draw a circle, drag the mouse while holding down the Shift key.
- Rectangle tool—To make a rectangular design, use the Rectangle tool, found by selecting the line tool and finding the rectangle on the pull down menu. Click the mouse once and drag it across the whiteboard. To draw a square, drag the mouse while holding down the Shift key.
- Line width menu—Select from a variety of line widths. If the user selects the stamp tool, the stamp menu icon displays instead. Click the arrow to see the menu of shapes, as seen in Figure 9

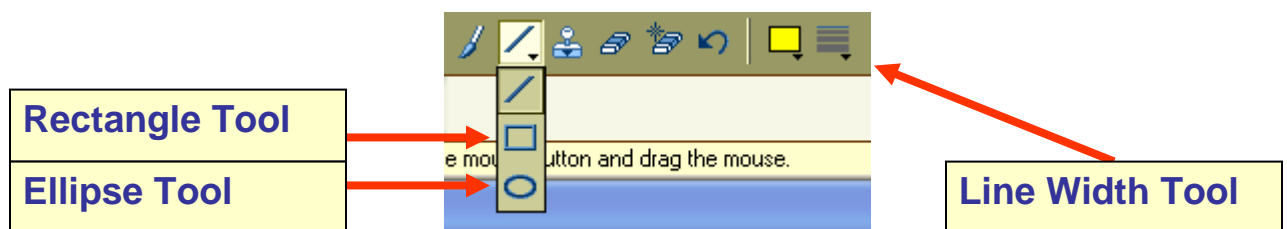


Figure 9: Line Tools





To utilize the Whiteboard, the host will follow the steps below

1. Select a tool, for example the line tool. If a tool has an arrow at the lower-right of the icon, a menu of other options is available. Click once to select the tool. Click again to see a menu of other options.
2. Select a color and a width.
3. Click the area on the whiteboard on which you wish to draw. Hold the mouse button down while you drag the mouse across the whiteboard to create your drawing.

### **How do I Use the Instant Message Function?**

To begin an Instant Message conversation with another meeting participant, follow the steps below.

1. Select the word bubble icon, as seen in Figure 10. A chat screen will be visible. Then, select the participant with whom you would like to communicate by using the drop down menu adjacent to the word bubble icon.

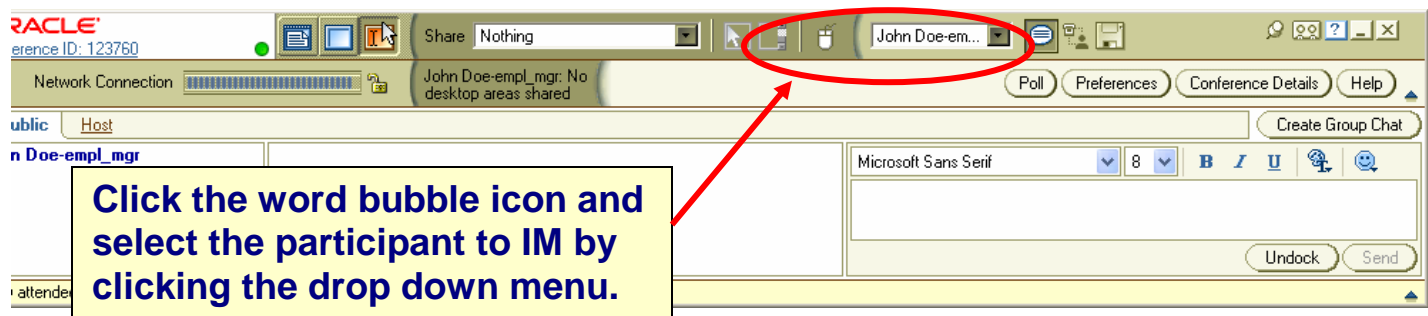


Figure 10: Participant Selection

2. Type text into the editable box on the far right of the screen, as seen in Figure 11. Once text appears are you would like it to be sent, click *Send*.

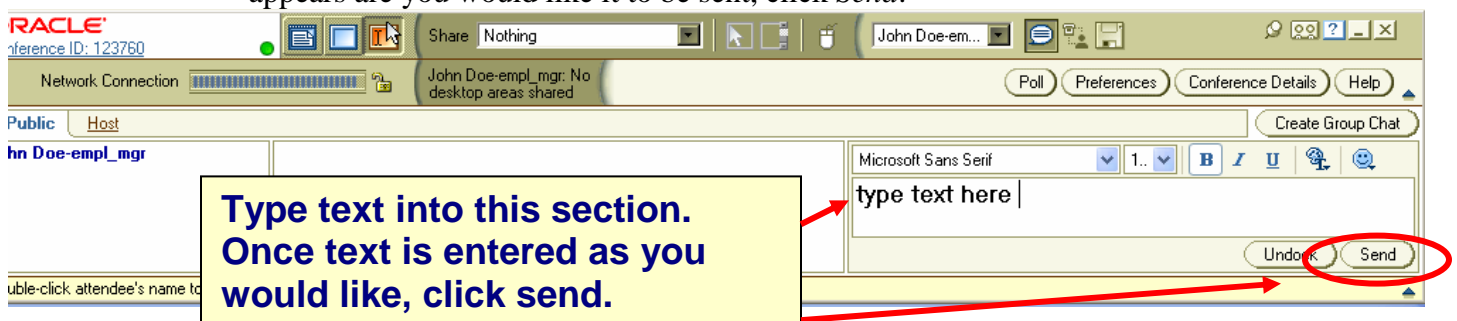


Figure 11: Beginning Instant Message Chat

3. Once the text has been sent, that content will appear to all participants on the left side of the screen, as seen in Figure 12. To continue a conversation, repeat steps 1-3.

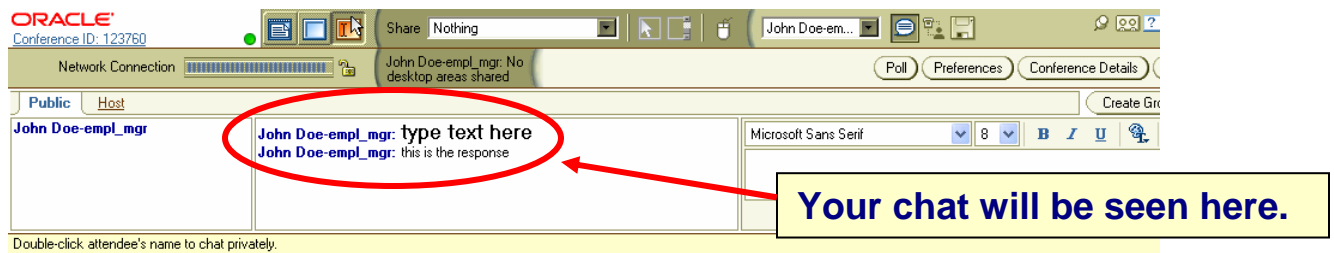


Figure 12: Instant Message Chat Screen

4. To make your chat private (viewable to only one person), double click on the attendee's name. Continue to utilize the chat function the same way as instructed in Steps 1-3.

## How do I Modify Chat Preferences?

You may modify your chat preferences by following the steps below.

1. Select the *Preferences* button on the IM console. A pop-up window will appear. Select the Chat tab in which you may make your selections. See Figure 13 below.

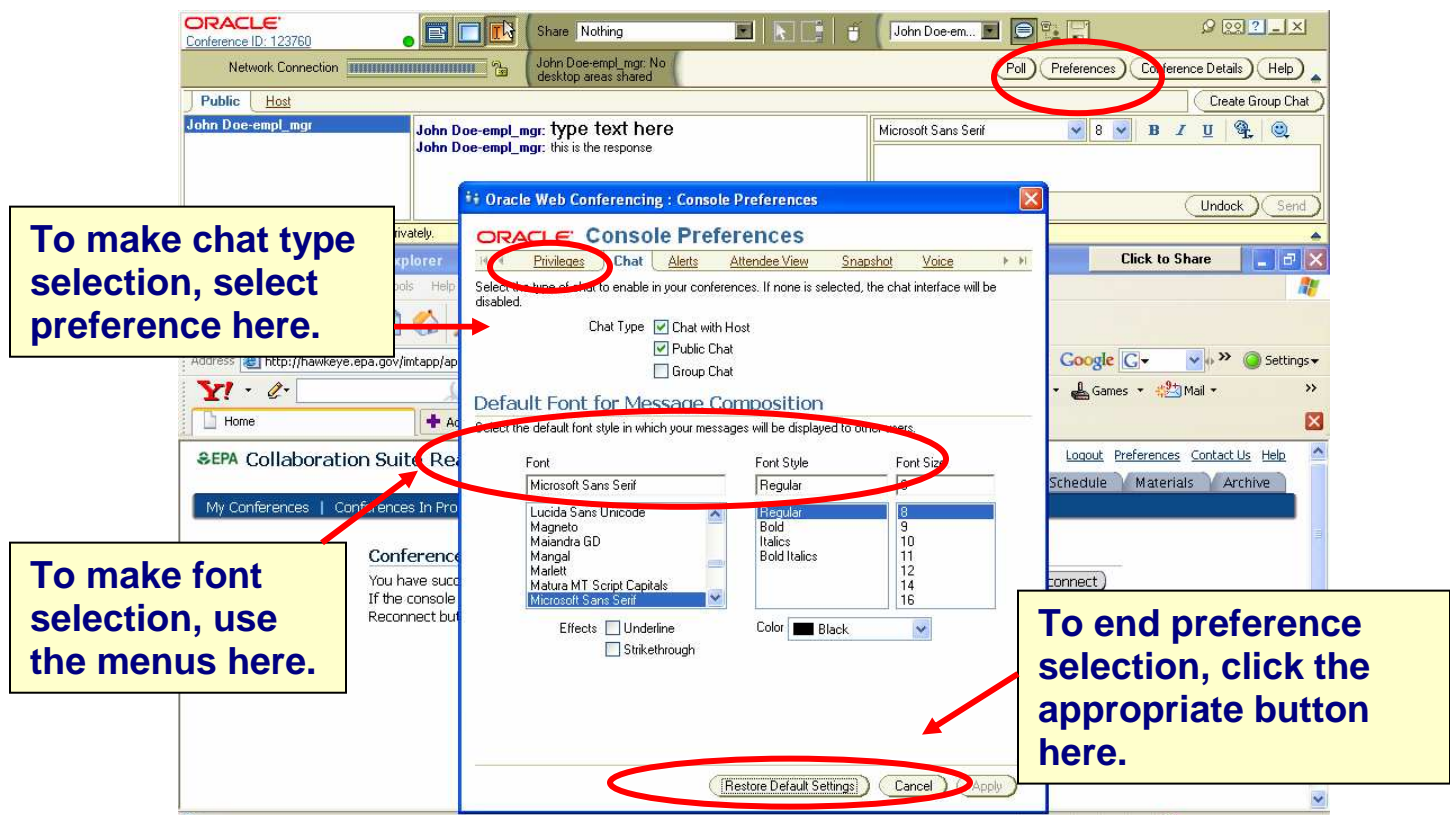


Figure 13: Chat Preferences



2. You may select the privacy level for your chat by selecting the appropriate box for “Chat Type.”
3. Use the menus below the “Default Font for Message Composition” header to select a font and style. See Figure 13.
4. Click *Apply* to save your preferences, as seen in Figure 4 above.
5. To restore the default setting or cancel your preference selection, click the appropriate buttons, as shown in Figure 13.

## How do I Use the Save Snapshot Tool?

Any Web Conferencing participant can take a snapshot of the shared content and save it to the desired location. The snapshot is saved as an image file to the location the specified location. To use the Snapshot Tool, follow the steps outlined below.

1. Click the Save Snapshot tool shown in Figure 14. A "Save As" dialog box opens.
2. Select the location where you want the snapshot saved by clicking the Browse button as shown below and enter a file name.
3. Click Save.

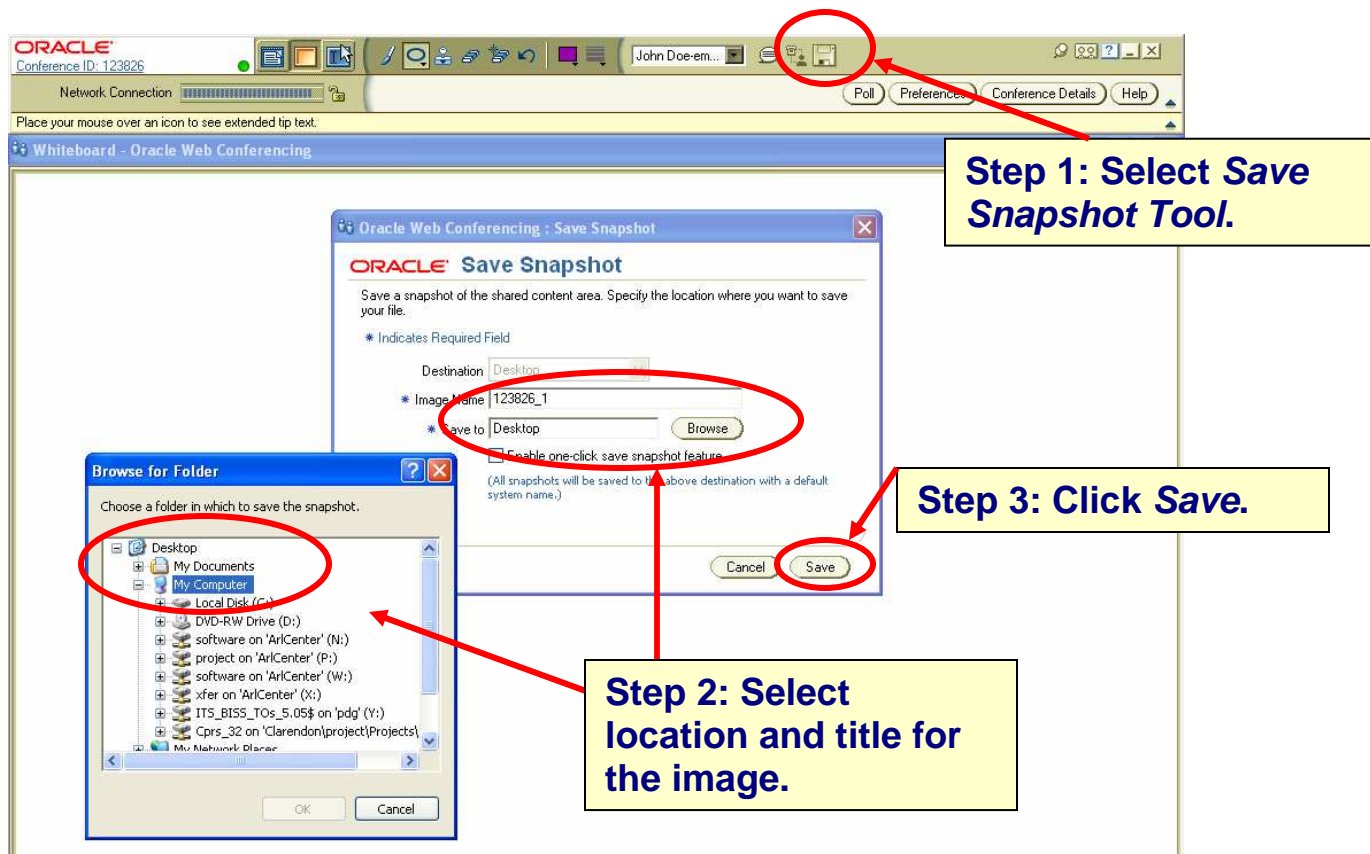


Figure 14: Save Snapshot Tool



## How do I Exit a Web Conference?

To exit a Web Conference, click the “x” at the top right of the Web Conferencing console (see Figure 15). A window will pop up to ask you to rate the Conference and confirm you would like to exit. If you would like to exit, rate the Conference by clicking the radio button adjacent to the appropriate response and click *End Conference*. If you do not want to rate the conference, click *End Conference*. If you would like to return to the Conference, click *Cancel*.

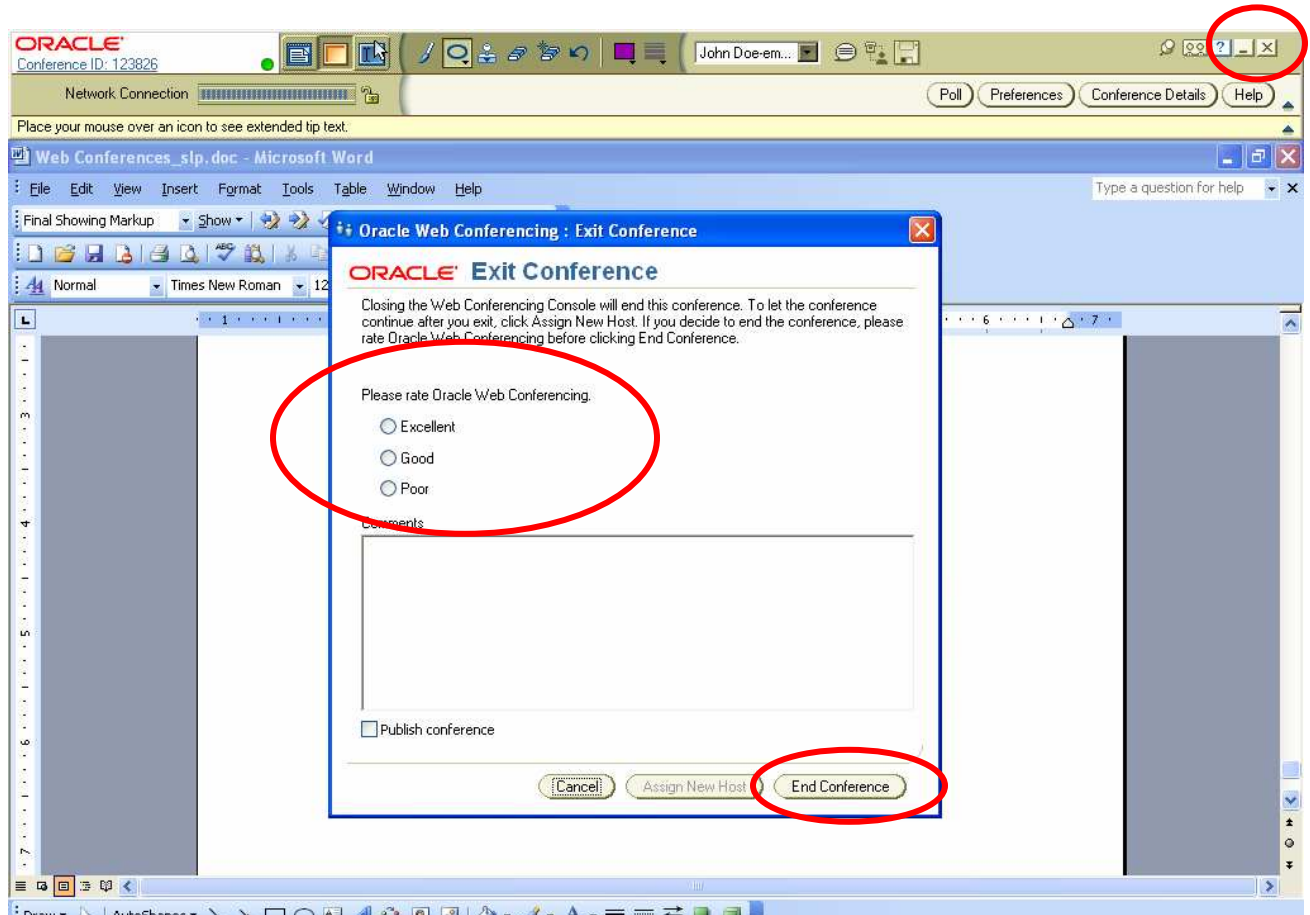


Figure 15: Exit Conference